

PDP professional development program

record of activity

The AIM Professional Development Program displays your value - recognises your achievements

The AIM Professional Development Program (PDP) is designed to recognise your commitment to your continuing education and learning with the Professional Development Certificate. It's our way of showing your employers, current or prospective, that you've achieved official AIM accreditation as a serious management professional and represents no less than thirty structured and unstructured Professional Development (PD) hours.

Every AIM activity will be rated in numbers of PD hours, indicated by this PD symbol which can be found alongside details of all AIM activities.



The AIM Professional Development Certificate will be awarded to you upon completion of the required 15 structured and 15 unstructured PD hours.

Structured Professional Development activities may include:

- Attendance at relevant degree, diploma and certificate courses offered by AIM, universities and TAFE colleges.
- Attendance at relevant courses conducted by AIM and other educational institutions, private firms, government and semi-government departments and/or professional associations.
- Participation in AIM Special Interest Group meetings, seminars and business breakfasts.

- Preparation, submission and publication of papers on management subjects.
- Preparation and delivery of lectures, courses or discussion group sessions on management topics.
- Attendance at formal business functions with keynote addresses.

Unstructured Professional Development may include:

- Reading of management literature such as AIM's Management Today.
- Informal study and discussion.
- Other professional development activities conducted 'on-the-job' as required by employers.

Please note that:

- Selection of subject matter within the scope of management education and training is a matter for the individual member.
- Members must record their PD activities over the course of a full year (see overleaf)
- Completed forms must be submitted to the Professional Development Committee for review. Once approved, a Professional Development Certificate will be issued. However, if further information is required, contact will be made with the member.
- A random check will be conducted to verify that recorded activities have actually been undertaken and completed. As a result, members are advised to keep accurate records.

If you lose this form you can download it from our website: www.aimvic.com.au

To find out more about the AIM Professional Development Program visit www.aimvic.com.au or phone AIM membership on **03 9534 8181**.

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